



ALBUQUERQUE POLICE DEPARTMENT
ADMINISTRATIVE ORDERS

3-29 (Formerly 2-7 and 4-12)

Effective: 05/19/2023 Replaces: 05/19/2024 Review: 08/13/2021

3-29 ISSUANCE AND USAGE OF AREA COMMAND EQUIPMENT

Related SOP(s), Form(s), Other Resource(s), and Rescinded Special Order(s):

A. Related SOP(s)

[2-48 Towing Services](#)

B. Form(s)

[PD 3023 Citations Log](#)

[PD 3025 Laser Log](#)

[PD 3026 Pool Car Check-Out Log](#)

C. Other Resource(s)

NMSA 1978, § 66-7-369 Child Passenger Restraint; Enforcement

[National Highway Traffic Safety Administration \(NHTSA\) Car Seats and Booster Seats](#)

D. Rescinded Special Order(s)

None

3-29-1 Purpose

The purpose of this policy is to outline the guidelines for the issuance, use, and tracking of equipment from the Albuquerque Police Department (Department) area commands.

3-29-2 Policy

It is the policy of the Department to require accountability through tracking issued equipment and ensuring that Department personnel properly use equipment assigned to the area commands.

N/A 3-29-3 Definitions

None

6 3-29-4 Rules and Responsibilities

A. Child Restraint Devices

1. New Mexico law exempts emergency vehicles from complying with the mandates for child restraint devices; however, as ordered by the Chief of Police, Department personnel shall ensure that persons who are less than eighteen (18) years of age are properly secured in a child passenger restraint device (CPRD) or by a safety belt consistent with NMSA 1978, § 66-7-369.



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2. When Department personnel are in need of transporting a child requiring a CPRD they will call a Police Service Aide (PSA) who can retrieve a CPRD from the area command substation.
3. When Department personnel use a CPRD from a PSA vehicle or from an area command substation, they shall return the CPRD after use.
4. Department personnel shall refer to the NHTSA's guidance on car seats and booster seats for proper CPRD usage.

B. Laser Speed-Measuring Devices (Laser)

1. Each area command is issued lasers for use by sworn personnel.
2. Commanders for each area command shall implement the following procedures to effectively control and track lasers:
 - a. Secure the laser by lock and key for storage;
 - i. Keys shall only be given to personnel designated by the area commander;
 - b. Ensure that a Laser Log is maintained for the purpose of tracking and accountability;
 - i. Lasers shall only be issued by those Department personnel designated by the area commander (i.e., shift lieutenant or sergeant); and
 - c. Missing or damaged devices shall be reported to the commander for that area command as soon as practicable.

C. Pool Cars

1. Commander's Responsibilities

- a. The area commander shall designate a lieutenant to supervise the issuance of pool cars.
- b. The area commander shall identify a designated area where the pool cars are parked.
- c. The lieutenant shall ensure that the Pool Car Check-Out Log is completed, as required.

2. Issuance of Pool Cars

- a. The pool car keys shall be locked in the appropriate storage cabinet.
- b. All area command supervisors shall have the keys to the cabinets in their respective areas.
- c. When Department personnel need a pool car, they shall contact an area command supervisor.
- d. Department personnel shall complete the Pool Car Check-Out Log, and both personnel and the area command supervisor shall sign the log.



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- e. An area command supervisor shall not sign the Pool Car Check-Out Log if the car has not been checked-in or if the log is not completely filled out.

3. Check-In of Pool Car

- a. Department personnel shall contact a supervisor when checking-in a pool car, and they both shall sign the Pool Car Check-Out Log.
- b. No supervisor shall sign the log until it is completely filled out.
- c. The completed log shall then be filed and kept at the area command for three (3) years.

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4. Pool Car Maintenance

- a. Department personnel shall note if a pool car needs minor repairs on the Pool Car Check-out Log and let their direct supervisor know.
- b. If major problems develop with a pool car, personnel shall leave the vehicle at the City of Albuquerque's Fleet Management (Pino Yards) and note it on the Pool Car Check-Out Log.
 - i. If the vehicle must be towed, the on-call City wrecker services shall be utilized, consistent with SOP Towing and Wrecker Services.

N/A

5. Issuance of Pool Cars for Extended Periods

- a. Area commanders may approve Department personnel to take home a pool car.
 - i. However, if the need arises, a supervisor has the authority to re-call a pool car at any time.

D. Issuance of Citation Books

1. Area commander lieutenants and sergeants shall be responsible for the issuing and logging of citation books in the Citations Log.
2. Administrative staff shall log citation books at the time of delivery.
 - a. Administrative staff shall store citation books in a secured area, making them accessible only to commanders, lieutenants, and sergeants, or their designees.